

NATIONWIDE  
NATIONAL GUARD OF ARIZONA  
HUMAN RESOURCE OFFICE  
5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495  
PHONE (602) 629-4800; DSN 853-4800  
WEBSITE: <http://dema.az.gov/>

TITLE 32 EXCEPTED  
TECHNICIAN VACANCY ANNOUNCEMENT

**NATIONAL GUARD MEMBERSHIP IS REQUIRED:** This is an excepted service position that requires membership in a compatible military assignment in the National Guard. Selectee will be **required to wear the military uniform.**

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**ANNOUNCEMENT NUMBER: 18-340T      OPENING DATE: 24-Jul-18    CLOSING DATE: 14-Aug-18**

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**POSITION TITLE, SERIES, GRADE, AND POSITION NUMBER:**

Budget Officer, GS-0560-12, O-1/ 2 LT - O-4/Maj, 0088328234

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**APPOINTMENT FACTORS:** OFFICER ☒      WARRANT OFFICER ☐      ENLISTED ☐

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**KNOWN PROMOTION POTENTIAL: NONE**

**SALARY RANGE:**

\$73,884.00-\$96,049.00 PA

SUPERVISORY ☐    MANAGERIAL ☐

NON-SUPERVISORY/NON-MANAGERIAL ☒

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**LOCATION OF POSITION:**

162d Wing, Tucson, Arizona

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**APPLICATIONS MUST BE MAILED OR HAND CARRIED TO:** Human Resources Office, 5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495. Applications must be received by close of business (1530 MST) on the closing date shown above or if mailed postmarked no later than the closing date. The Human Resources Office will not accept applications that are mailed at government expense, exceptions to hard-copy delivery may be considered on case-by-case basis. Please contact 602-629-4826/4834 for consideration. Faxed applications will not be accepted.

**AREA OF CONSIDERATION:**

This position is in the Federal/Excepted Civil Service and is **open to current members and those eligible for membership in the Arizona Air National Guard.** Individual selected will receive a **Permanent Appointment** after successful completion of a one year trial period. Acceptance of a Federal Excepted technician position of over 179 days in length will cause termination from the Selected Reserve Incentive Program (BONUS). Individual selected will require a military medical records screening if applicable, to be completed prior to appointment, and/or may be required to take a pre-employment medical screening examination dependent on the position type and military medical records screening results.

**INSTRUCTIONS FOR APPLYING:** Individuals applying for vacancies with the Arizona National Guard may submit Optional Form 612 (Optional Application for Federal Employment), or a Resume. Application documents must contain the Announcement Number, Title and Grade(s) of the job being applied for. Personal information must include full name and address (including ZIP Code), Day and evening phone numbers (with area code). Work experience information should be limited to either paid or nonpaid experience directly related to the position that the individual is applying for and must include: Job Title, Duties and accomplishments, Employers name and address, Supervisors name and phone number, starting and ending dates, hours per week and salary.

Applicants **MUST** submit a completed AZNG Form 335-2-R (Knowledge, Skill and Ability Supplement) or a separate document explaining how they meet each Knowledge, Skill and Ability listed below and a Resume or the Optional Form 612.

**EVALUATION PROCESS:** Each applicant must **FULLY SUBSTANTIATE** on their application how they meet the requirements listed in the specialized experience area; otherwise applicant will be considered unqualified for this position. Applications will be evaluated solely on information supplied in the application (OF 612) or resume. Experience will be evaluated based on relevance to the position for which application is being made. Include job titles, starting and ending

dates (month and year), hours per week, salary, duties/accomplishments, employer(s) name and address, and supervisor(s) name/phone number and permission to contact.

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**CONDITION OF EMPLOYMENT:** Prior to appointment into this position, selectee must be a current member of the Arizona Air National Guard, and must possess the following AFSC: 65F3

- Federal employment suitability as determined by a background investigator.
- May be required to successfully complete a probationary period.
- Participation in the Direct Deposit/Electronic Funds Transfer Program.
- Military Uniform must be worn.
- Applicants must maintain membership and employment in the National Guard in the military grade listed in this announcement.
- Selected employee must complete the higher financial management certification within 24 months of appointment to the position.

**EQUAL OPPORTUNITY:** The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or nonmembership in an employee organization or any other non-merit factor.

<b>Relocation Incentive may be offered:</b>	<b>YES</b> <input checked="" type="checkbox"/>	<b>NO</b> <input type="checkbox"/>
<b>PCS may be offered:</b>	<b>YES</b> <input type="checkbox"/>	<b>NO</b> <input checked="" type="checkbox"/>

**NOTES:**

NOTE: To qualify for the GS-0560-12 Supervisory Position, the candidate must be eligible for entry into the position's financial management certification career program based on the position's GS-grade and/or the candidate's military rank before final approval and appointment is processed.

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**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:**

**Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R to reference the justification.**

1. Knowledge of general budgeting and accounting principles, practices, precedents, systems, and techniques and the ability to interrelate funding, manpower requirements, and expense concepts to formulate and justify dissimilar civilian and military budgets considering multiple periods of execution in both single and multi-year appropriations.
2. Knowledge of the DoD, USAF, and Air National Guard financial planning processes is required to serve as the principal advisor and consultant to the ANG wing's senior leadership regarding budgetary matters.
3. Knowledge of legislation, policies, and procedures, and regulations governing the use of appropriated funds to effectively oversee and manage all budget programs.
4. Knowledge of the Planning, Programming, Budgeting and Execution System (PPBES) corporate process to develop skills for interpreting and briefing commanders, resource advisors, and other resource managers on how funds are received at base level.
5. Knowledge of financial management objectives of higher authorities to ensure policies comply with precedents and controls, and to provide guidance to management officials.
6. Ability to communicate effectively both written and orally.

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**SPECIALIZED EXPERIENCE:** Must have at least 36 months of finance budget experiences and competencies that provide in-depth knowledge of financial principles and procedures. Candidate must have a comprehensive understanding of the principles and concepts of the Air National Guard financial budget business program requirements. Knowledge of Reimbursements and Foreign Military Sales is highly desirable, but not mandatory. Candidate must have expanded experiences and training that demonstrates the abilities to lead, follow directions, read, retain, and understand a variety of instructions, regulations, policies and procedures. As a condition of continued employment in the GS-0560-12 position, dependent on the position's certification level and contingent on the employee's military rank, the employee must complete the higher financial management certification within 24 months of appointment to the position.

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**BRIEF JOB DESCRIPTION:** This position is located at the 162d Wing, Tucson, Arizona. The primary purpose of this position is to provide management oversight and guidance for both budget formulation and budget execution according to the Resource Management System (RMS). The incumbent will be the primary Tuition Training Pricer as well as oversee the execution of all tuition reimbursements. The incumbent is recognized as one of the top technical authorities regarding fiscal and budgetary policy, law, and regulatory guidelines for all organizations serviced by the Wing Budget Office. The incumbent fosters an environment conducive to teamwork among resource managers and decision-makers in meeting the objectives and goals of the Resource Management System. This incumbent accomplishes budget functions in support of state and federal Air National Guard operations, training, and readiness missions, and the contingency operations of its total force and joint service partners.

**SELECTING OFFICIAL:** Maj Bobbette Bengs (bobbette.l.bengs.mil@mail.mil, DSN 844-6329)

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